U.S. District Court Eastern District of Kentucky

Maintain E-Mail Account Options For Electronic Case Filing (ECF)



New User Interface for E-mail

- The E-mail Information screen in Maintain Your E-mail has been modified to provide streamlined functionality.
- The following slides will show you how to update your account information to allow others in your office to receive notices in your cases, as well as monitor other cases in the Eastern District of Kentucky.

Maintain Current E-Mail Addresses

It is your responsibility to maintain a current e-mail address in your account. If you do not maintain a current primary e-mail, you will not receive Court notices.

 The Court strongly encourages you to enter additional e-mail addresses of those individuals you wish to notify concerning ECF activity.



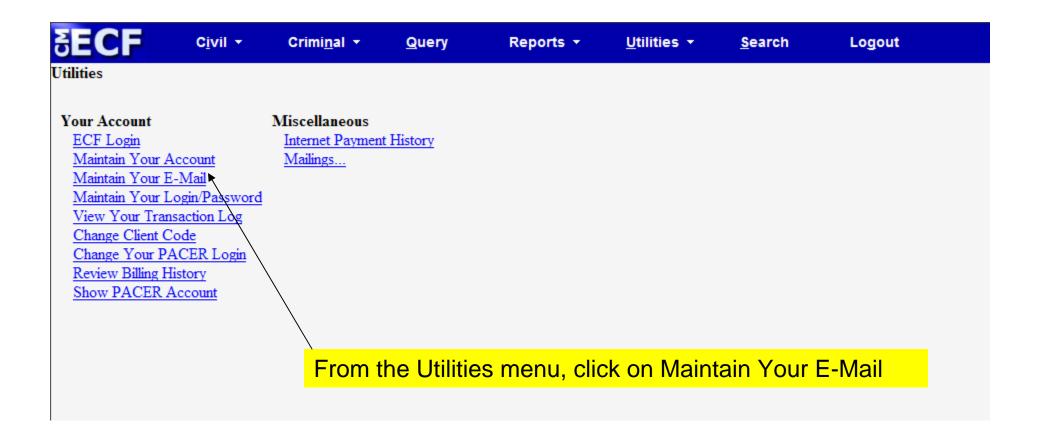
Eastern District of Kentucky Official Court Electronic Document Filing System

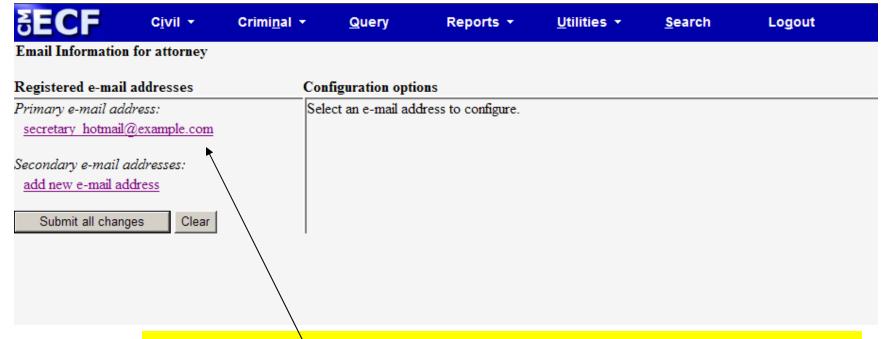
ATTORNEYS CAN NOT ELECTRONICALLY FILE IN CASES FILED BEFORE MARCH 17TH 2003.

PRIVACY RULES and REDACTION POLICY: Civil Rule 5.2 and Criminal Rule 49.1 require that personal identification information must be partially redacted from documents filed with the court. Click here for more information on the rules. In connection with the Federal Privacy Rules, please read our Court's Privacy Policy carefully. It is the sole responsibility of counsel and the parties to comply with the rules of this court requiring redaction of personal data identifiers.

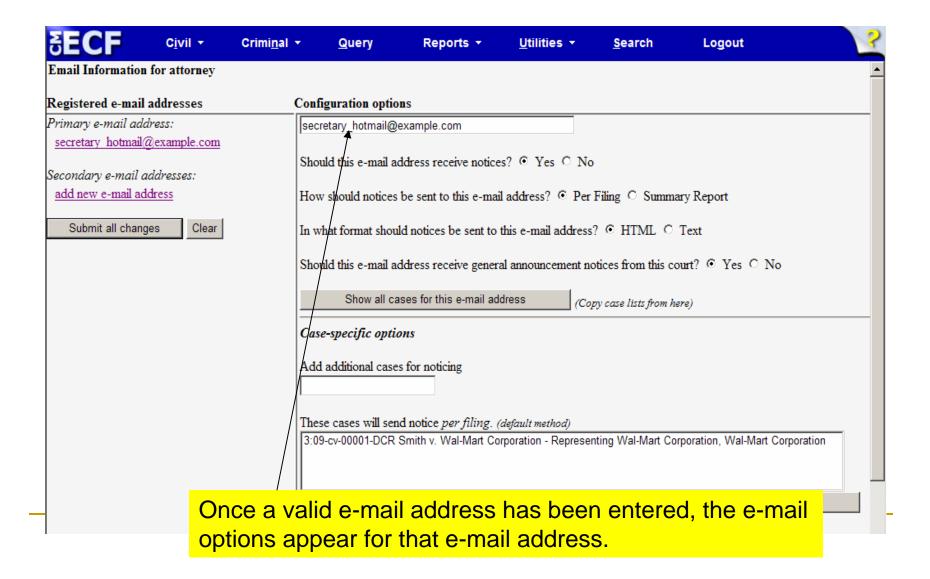
This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

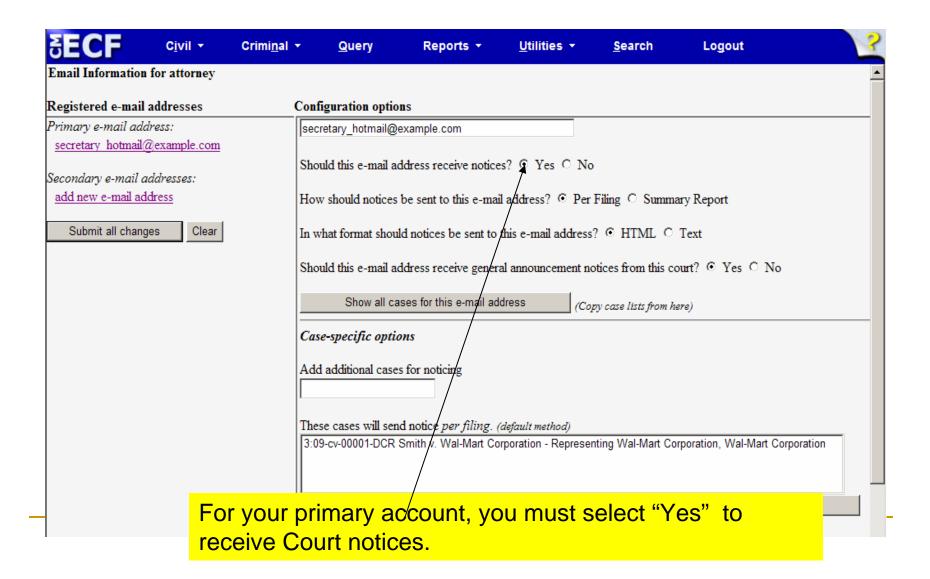
Welcome to the U.S. District Court for the Eastern District of Kentucky Electronic Document Filing System. This page is for use by attorneys and firms participating in

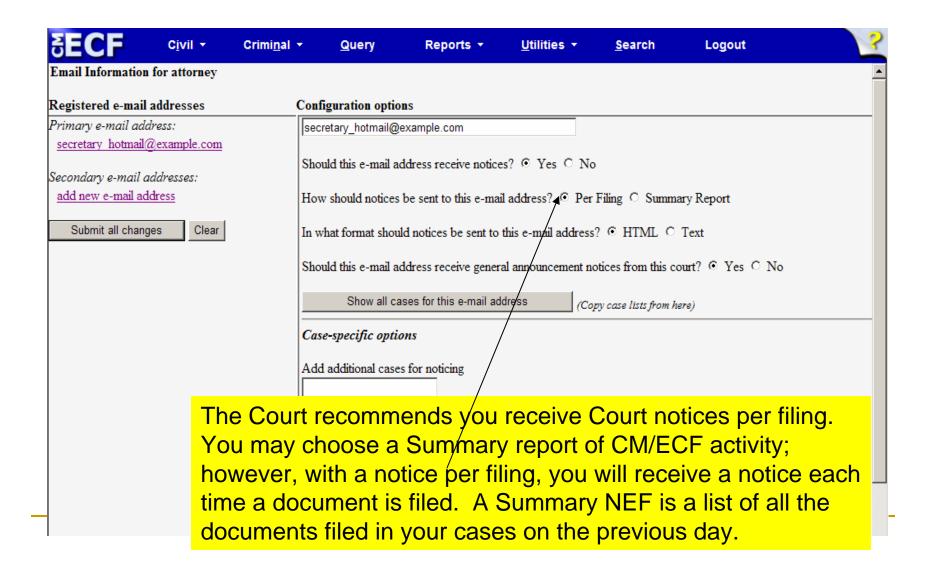


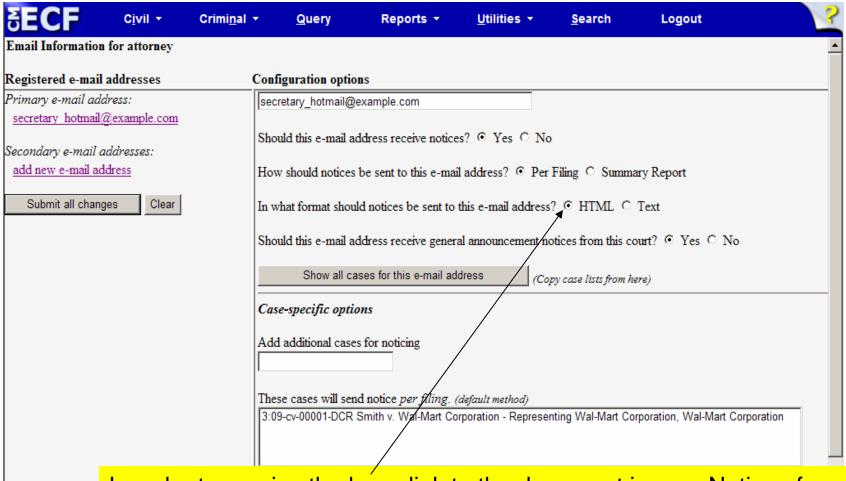


Your correct primary e-mail address should already be entered in this field. If not, please enter your correct primary e-mail address here. Click on the primary e-mail address to update the associated information.

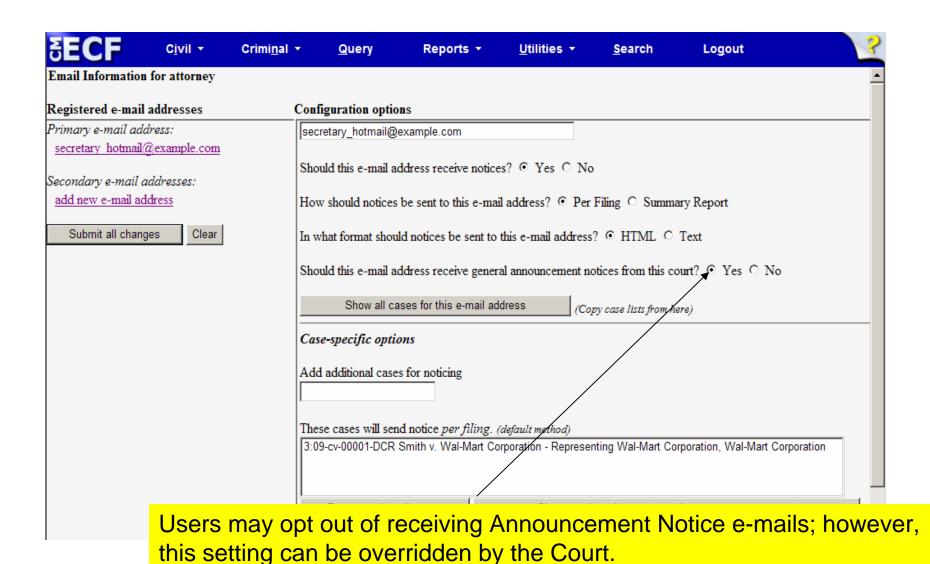






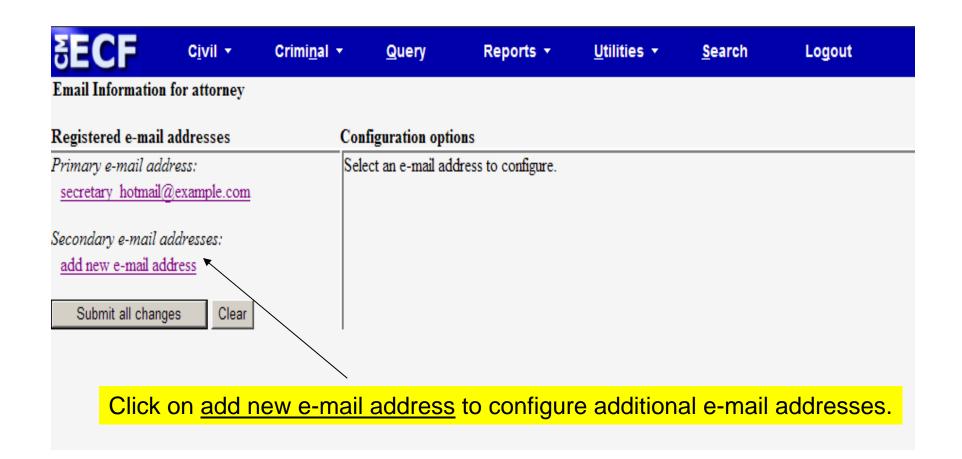


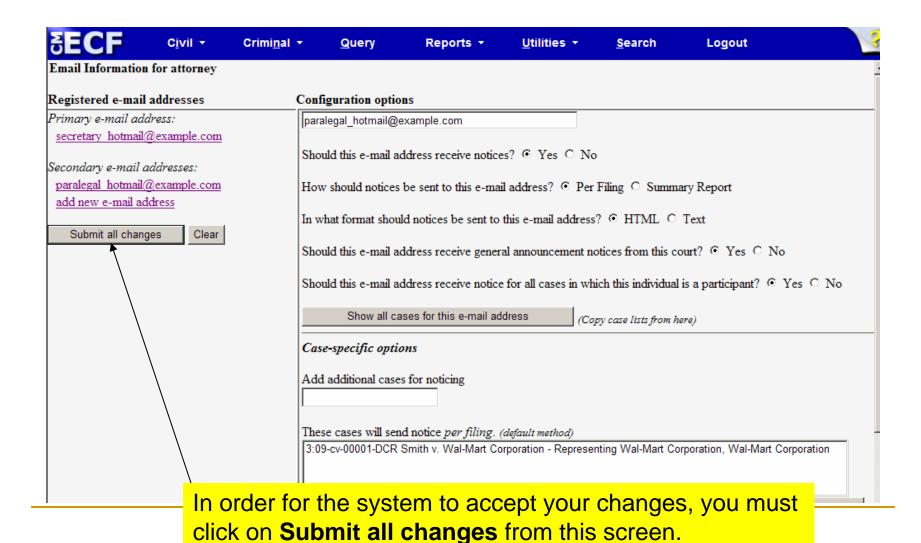
In order to receive the hyperlink to the document in your Notice of Electronic Filing, select HTML format.



Case-specific options	
Add additional cases for noticing	
These cases will send notice per filing. (default method)	
3:09-cv-00001-DCR Smith v. Wal-Mart Corporation - Representing Wal-Mart Corporation, Wal-Mart Corporation	
Remove selected cases	Change selected cases to notice as a summary report
These cases will send notice as a summary report. (alternate method) 3:10-cv-00004-DCR Watkins v. IBM (interest)	
Remove selected cases	Change selected cases to notice per filing

Add additional cases for noticing, delete cases from noticing or click on a specific case to change the e-mail option for that case.







Updating person record...

Update Person Prid: 1015229

The update was successful... prid 1015229 - attorney

The update was successful....

E-mail configuration:

Primary e-mail address: secretary_hotmail@example.com

This e-mail address will receive notices.

Notice will be sent to this address on a per filing basis.

Notice sent to this address will be formatted as HTML.

This e-mail address will receive general announcement notices from this court.

This e-mail address will receive notices for all cases in which attorney is a participant.

View/Hide case list

Secondary e-mail address: paralegal_hotmail@example.com

This e-mail address will receive notices.

Notice will be sent to this address on a per filing basis.

Notice sent to this address will be formatted as HTML.

This e-mail address will receive general announcement notices from this court.

This e-mail address will receive notices for all cases in which attorney is a participant.

View/Hide case list

You will receive a verification screen confirming the changes to your account.

Logout

 Remember to update e-mail information in the system each time your e-mail address changes, or when your staff changes.

If you need further assistance in modifying your options under Utilities, please contact the ECF Help Desk: 1-866-485-6349